

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MARKETING AND OUTREACH COMMUNICATIONS COORDINATOR

Role Title: Public Relations and Marketing Specialist IV

Position #00143

Pay Band 5 Level I Hiring Range: \$42,614 - \$56,000

Closing Date: September 6, 2016

The Marketing and Enrollment Services Division has an excellent opportunity in the Marketing and Outreach Unit for a Marketing and Outreach Communications Coordinator. This position is a senior member of our team and is responsible for coordinating the mandated Children's Health Insurance Program Advisory Committee activities, monitoring, updating and creating required program materials as needed to support operations, and developing effective communications strategies. The incumbent ensures that the Cover Virginia website provides accurate and timely information and leads social media for the Division. Additionally responsible for developing effective communication and outreach strategies for the Family Access to Medical Insurance Security (FAMIS) and Medicaid programs. The successful candidate must have knowledge of state government, health care systems, health insurance or the FAMIS and Medicaid Maternal and Child Health programs. Must have considerable experience with commercial print, graphic design programs, website design, and social media. Requires experience planning events and demonstrated ability to develop detailed project work plans, and deliver effective presentations to diverse audiences. Requires demonstrated ability to conduct research, as well as ability to work both independently and as a member of a team. Must have experience with health and human services programs. Must be proficient using the PC and word processing, spreadsheet and presentation software applications; advanced computer skills in Adobe CS6 graphic design software applications strongly preferred. Demonstrated ability to communicate effectively orally and in writing; bi-lingual preferred. College degree with major coursework in public relations, marketing, health or public administration, communications or sociology preferred. This position requires some daytime travel as well as occasional night and weekend travel.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA